

### TO ADD A JURISDICTION TO A FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Mark an X beside each additional jurisdiction for which you wish to be apportioned.
3. Enter either actual (A) or estimated (E) in the apportion column.
4. Enter the mileage in the correct column.
5. Sign and date the schedule.

### TO CHANGE THE TYPE OF OPERATION OR COMMODITY CLASS FOR AN IRP FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Indicate the new type of operation and commodity class.
3. Sign and date the schedule.

### TO REQUEST REPLACEMENT CREDENTIALS

Using form MV: IRP-2:

1. Complete the registrant information.
2. Describe the unit(s).
3. Give the reason why the credentials need replacing. If the reason for replacement is due to a fire, a wreck, or being junked and the tag is damaged, return the totaled vehicle's original tag, if possible. If you are unable to return the tag, prepare a notarized affidavit that explains why the tag cannot be returned. The affidavit must include the following: registrant's name, registrant's account number, tag number, and vehicle information to include year, make, and VIN.
4. Indicate the replacement credentials requested.
5. Sign and date the form.
6. Send \$4.00 for each license plate replaced. This includes a \$2.00 shipping fee.
7. Send \$1.25 for each cab card requested.

**NOTE:** When a license plate is lost or stolen, that fact should be reported to a law enforcement office before requesting a replacement license plate.

License plates for a stolen vehicle are not, by law, permitted to be replaced.

### TO CHANGE IRP ACCOUNT INFORMATION

Changes to IRP account information may include but are not limited to the following:

- Name
- Address changes

### SUPPORTING DOCUMENTS

Before any IRP registration can be completed, certain supporting documents must be submitted. Some documents, such as proof of Sales or Use Tax paid and Title or Title Application, have to be submitted only at the time of initial registration unless the ownership of a vehicle has changed. Other documents must be presented each year at renewal time. These include proof of payment or satisfaction of Ad Valorem Tax, Motor Carrier Information Report (MCS-150) and Federal Heavy Vehicle Use Tax.

**PROPERTY TAX** (Needed Each Year)

Alabama Law specifically provides that Ad Valorem (personal property) Taxes must be paid on Alabama-based vehicles through the IRP registrant's renewal month before IRP license plates may be issued. Proof of payment may be submitted with the IRP registration application, or preferably, submitted with the payment. If no Ad Valorem Tax is due, this fact must be attested to by the appropriate county official. This is usually shown on a motor vehicle tag and tax receipt (MVR 40-12-253B). For more information concerning Ad Valorem Tax, contact your local Alabama license plate issuing official.

**SALES, USE OR LEASING / RENTAL TAX** (Needed for Initial Registration)

1. Sales Tax – A state casual sales tax of 2% levied on vehicles purchased in Alabama. Proof of payment of the sales tax must be supplied to the license issuing official before a license plate may be issued. Proof of payment can be a motor vehicle tag and tax receipt, or bill of sale showing sales tax paid. Some Alabama counties and cities also levy a local sales tax on vehicles when purchased.
2. Use Tax – A state use tax of 2% is levied on newly purchased vehicles if the vehicles were purchased outside of Alabama and are being registered by the new owners for the first time. If the new owner paid sales tax in another jurisdiction, credit will be allowed against the Alabama use tax due.
3. Leasing or Rental Tax – When the owner of a vehicle leases or rents a vehicle without a driver for use by a person or corporation and receives compensation for that use, the owner becomes a lessor and subject to the gross receipts tax as provided in Title 40, Chapter 12, Sections 220-227, **Code of Alabama 1975**, as amended.

For information concerning sales, use, lease or rental tax, contact one of the Alabama Department of Revenue Taxpayer Service Centers listed on page B-2, or contact the Sales, Use and Business Tax Division at (334) 242-1490.

**TITLES** (Needed for Initial Registration)

Proof of ownership of a vehicle must be provided in the form of a photocopy of the Alabama Application for Title or the Title issued by Alabama or another jurisdiction. (A 1974 model year or earlier vehicle that is titled in another jurisdiction is not required to be titled in Alabama.) *Note: REASSIGNED TITLES WILL NOT BE ACCEPTED.*

The name of the owner on the title and the name of the owner as shown on the IRP registration must agree if they are the same entity. If not, a lease agreement between the vehicle owner and IRP registrant may be required.

For more information concerning titles or title applications, contact the Alabama Department of Revenue, Motor Vehicle Division's Title Section at (334) 242-9102.